

POSITION DESCRIPTION

Position Details

Position Title:	RECEP English Language Teacher
Reporting To:	Academic Coordinator
Operational Support Contacts	Deputy Director REW, Transnational Education, Academic Program Coordinator – English Language, Curriculum & Assessment Manager, Curriculum Design Specialist Assessment Specialist
Unit / Group:	Academic
Direct Reports:	None
Salary Classification:	Appropriate Educator Classification level, plus STA 2 Allowance
Other Support:	Accommodation, 1 return flight, Living Away From Home Allowance
FTE:	Fixed Term – Full time
Location:	China University of Mining and Technology (CUMT), Xuzhou, China
Dates:	Onshore: [TBC – some preparation days will be scheduled] Offshore: Mid-September 2023 – Mid-January 2024 [TBC]

Position Summary

The RECEP English Language Teacher is responsible for the informed delivery and associated administration of English language classes in the RMIT English Concurrent English Program (RECEP) at the China University of Mining and Technology (CUMT) in Xuzhou, China.

Duties will include face to face teaching and associated duties which will include curriculum development, report writing, and related research and project work.

The deployment term, in China, aligns with CUMT semester dates and will be approximately 18 weeks.

The position is a full time, fixed term position for the duration of the RECEP program as detailed above; with the potential to extend for a second semester.

The successful candidates will need to qualify for and successfully acquire a suitable Chinese work Visa permit (support will be provided). The Teacher will be required to apply for appropriate visas, participate in the travel booking process, undertake medical checks as required for China visas, attend pre-departure sessions, provide progress updates and hand-over reports at the end of the deployment.

Position Responsibilities and Accountabilities

Program Delivery

- Participate in student placement testing and interviewing as required.
- Deliver RECEP English language classes to participating CUMT student cohort, maximising student learning outcomes (up to 15 hours per week).
- Identify and adapt to the needs of learners considering different learning styles, cross-cultural factors, mixed-level abilities, students' other degree subjects and educational levels, and the requirements and constraints of this teaching context.
- Provide one-to-one academic support to students (up to 3 hours per week).
- Support students in the independent / asynchronous study components of the course.
- Undertake required assessment-related training tasks.
- Administer class assessment according to policy and procedures.
- Use educational technology appropriately to engage student learning styles and enhance student learning including the use of the Learner Management System (CANVAS), Microsoft Teams, Microsoft Word, PowerPoint, SRMS, iQ, interactive whiteboards and SharePoint.
- Oversee student academic progress:
 - Monitor progress, employing a variety of assessment methods both formal and informal
 - Provide feedback (and academic counselling, where relevant) that assists students to maximise learning opportunities
 - Develop and maintain records of student progress
 - Report student progress to relevant stakeholders
- Use initiative to resolve in-class delivery/technology issues as required.

Stakeholder Support

- Work collaboratively with other REW English Language Teachers located in Xuzhou to effectively deliver the RECEP Program and contribute to a stimulating and fulfilling overseas teaching experience.
- Collaborate effectively with CUMT staff to ensure effective program delivery and representation of RMIT and REW in country.

Program Development

- Liaising regularly with key REW colleagues,
 - continuously identify program content development needs;
 - collaboratively develop high quality additional learning and teaching materials required to support students in meeting program learning outcomes;
 - integrate new content into the LMS (Canvas) if required (pre-departure training will be provided)

Additional Requirements

- Demonstrate initiative and effective problem-solving skills pre-empting (where possible), identifying and responding to issues arising in any aspect of the program, and liaise with relevant colleagues to support the ongoing enhancement of the program and the partnership.
- Attend program and travel briefings.
- Attend pre-departure training as required

- Fulfil all administrative tasks required on the course.
- Attend regular meetings with the REW Melbourne Academic team, as required.
- Share program feedback (monthly)
- Submit end-of-course reports to the Global Development and Partnership Manager by the end of the deployment.
- Write a final report outlining
 - your experience delivering the program, including the adjusted schedule as delivered;
 - your feedback on the broader program and the REW-CUMT partnership, including recommendations for improvement
- Provide handover notes for incoming teaching staff at the conclusion of your deployment
- Attend deployment de-briefings with Academic and Global Development teams.
- Process all expense and travel-related documentation in Workday or as required.

Organisational Responsibilities and Accountabilities

- Act at all times in accordance with the RMIT Training Code of Conduct
- Work in accordance with RMIT Training's policies and procedures including following safe work practices for self and others
- Proactively work towards achieving individual and team goals, whilst demonstrating RMIT Training's values and behaviours
- Effectively represent REW, RMIT Training and RMIT University so as to enhance the group's reputation and further its strategic aims
- Actively engage in and embrace professional development opportunities
- Undertake any reasonable tasks as directed

Qualifications, Knowledge, Skills & Attributes

Essential

- Bachelor degree or Diploma (equivalent to at least 3 years full-time study in duration)
- Recognised TESOL/TEFL qualifications and experience which satisfy ELICOS Standards and other relevant accrediting body requirements
- Current Working with Children Check
- Significant experience in teaching English for Academic Purposes leading to direct entry to university courses
- Demonstrated ability to teach across a range of levels and programs
- Highly developed interpersonal and communication skills, with proven ability to present diplomatically and sensitively during challenging times.
- Sound organisational, administrative and time management skills to enable satisfactory completion of teaching-related tasks
- Demonstrated ability to respond flexibly to challenging situations
- Ability to work both independently and as part of a team
- Well-developed understanding of current teaching, learning and assessment theory and practice
- Capacity to reflect and develop knowledge and skill in applying teaching and assessment practice

Desirable

- Previous experience delivering English language teaching in an international context, previous experience working in China would be highly advantageous.
- Previous experience in English language program coordination would be highly advantageous.
- Qualifications at post-graduate diploma level or higher in Applied Linguistics, TESOL, Education or other relevant field
- Previous experience delivering REW EAP programs
- Experience delivering REW courses offshore

About RECEP

RECEP, very closely aligned with REW’s EAP program, will be delivered to 80-90 CUMT students, divided into three class groups, concurrently with their Bachelor of Engineering.

Each group is expected to attend six English language classes per week. A 36-hour working week, Monday to Friday, is expected.

Working at RMIT Training

RMIT Training is a company owned by RMIT University. We provide a range of education solutions to students, academics and professionals located in Melbourne and overseas.

The Academic team is committed making a positive difference to our students. We provide access to learning and teaching materials, (including assessment and practice activities) and align those materials to student learning outcomes and engage students both inside and outside the classroom. We work to adopt practices and systems that identify and respond to the learning needs of potential students-at-risk, and support early intervention.

Our vision is to be a successful provider of education solutions supporting the lifelong development goals of clients worldwide. We achieve this through our company values, which define who we are and how we operate—Community, Knowledge, Passion, Innovation and Results.

Acceptance of Position Description

This position description is current at date of approval. It may change from time to time to reflect operational needs and changes to organisational reporting relationships.

I have read, understood and accept the responsibilities and accountabilities as outlined in this position description.

Incumbent signature: _____

Date: _____